

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

☒ ACTION 06-14
☐ NOTICE

ISSUE DATE: 9-15-06
DISPOSAL DATE: 12-31-07

*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input checked="" type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input checked="" type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

To: Child Support Agency Directors
Tribal Child Support Agency Directors
W-2 Agency Directors
Tribal Economic Support Directors
Regional Administrators

From: Bill Clingan /s/
Division Administrator

RE: 2007 Children First Program

PURPOSE:

The purpose of this memo is to outline plans for the Children First Program for 2007.

BACKGROUND:

The Children First program helps non-custodial parents successfully connect to employment services and work, and increases child support for Wisconsin's children.

Funding for the 2007 program will be the same as for 2006 at \$1.14 million.

POLICY:

Agencies with existing Children First programs that elect to continue to administer a Children First Program in 2007 must submit a new Children First Program Plan (Attachment 1) prior to October 15, 2006. The plan must include a Letter of Support from the child support agency in each county/tribe that will be served by the program. A sample Letter of Support is attached (Attachment 2).

Agencies with existing programs will receive first priority when awarding 2007 funds. BCS intends to award funding to Milwaukee and Racine at their 2006 levels. BCS plans to allocate

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

the remaining funding to all other programs based on IV-D caseload size. This is the same funding methodology as was used in 2006. Please refer to the 2007 Children First Funding Projections (Attachment 3) for projected program slots and associated funding.

Children First funds are to be used for employment and training services and activities. Children First funds may not be used for services authorized under Title IV-D of the Social Security Act for the administration of the child support program or to meet the federal match requirements of the child support program.

The state reserves the right to decline to contract with programs that are not meeting program requirements as outlined in Administrator's Memo 03-30 and the 2007 Children First Program Guide (Attachment 4). Additionally, the state reserves the right to make other appropriate shifts in funding. If an agency opts out of the Children First program or requests a reduction in projected funding for 2007, those funds may be made available to new agencies that wish to start a Children First Program or may be prorated across existing programs based on IV-D caseload.

Plans may be submitted by counties, tribal governing bodies or Wisconsin Works (W-2) agencies (Wis. Stats. § 49.36). Agencies that do not currently have a Children First Program, but want to request funds to administer a program in 2007 must also submit a Children First Program Plan (Attachment 1) and Letter(s) of Support (Attachment 2) prior to October 15, 2006.

CHILDREN FIRST PROGRAM GUIDE AND CARES DATA ENTRY REQUIREMENT

The 2007 Children First Program Guide describes current state policies and procedures for operation of the program. The Guide outlines required CARES entry for all Children First participants and activities, and provides technical detail regarding the requirements for tracking Children First participant data in CARES.

Agencies are expected to review this guide prior to submitting their Children First Program Plan. A copy of the Program Guide is attached to this memo.

The 2007 Children First Program Guide supercedes policy and procedures previously outlined in Administrator's Memos 01-14 and 02-05.

CHILDREN FIRST PROGRAM MONITORING

Administrator's Memo 03-30 outlines the state's intention to begin monitoring of program compliance with state statutes and policies, as well as financial monitoring of Children First programs.

The state will monitor CARES participant data entry as outlined in the Children First Program Guide. Adherence to the CARES data entry will be required for program reimbursement.

CHILDREN FIRST REQUIREMENTS AND STATUTES

For additional information regarding the Children First program please refer to Wis. Stats. §§ 49.36 and 767.295 (§767.55 as of 1/1/07).

Questions regarding the Children First Program may be directed to Sue Kinas at 608-264-9826 or sue.kinas@dwd.state.wi.us

ACTION SUMMARY STATEMENT:

Those counties / W-2 agencies / tribes and consortia with existing Children First programs, and those that wish to begin operation of a program in 2007, must do the following:

Complete a Children First Program Plan using the attached "2007 Children First Program Plan" (Attachment 1).

Obtain a signed Letter of Support from each county/tribal child support office served by the Children First Program (Attachment 2).

Agencies that operated a Children First Program in previous years may refer to the prior program plan to assist in completing the "2007 Children First Program Plan."

Submit the 2007 Children First Program Plan and Letter(s) of Support to the Bureau of Child Support no later than October 15, 2006. Plans should be sent to:

Attn: Sue Kinas
Bureau of Child Support
PO Box 7935
Madison, WI 53707-7935

Email to:
sue.kinas@dwd.state.wi.us

Fax to: 608-267-2824

CONTACT:

BCS Regional Administrators

Attachments: 2007 Children First Program Plan
Child Support Agency Letter of Support
Children First 2007 Funding Projections
Children First Program Guide